

GO Quick Guide

1. Mapping a Network Drive in GO

Your H (Home Directory) network drive should already be available. However, if after following Steps 1 and 2 below to check mapped drives, the additional drives you need do not appear, proceed with mapping. You will need the **correct network drive path**. When asked to select a drive letter, you can select any *available letter* from **I thru Z**.

IMPORTANT: Obtain the correct drive path while logged on to your office OpenNet computer. To do so, **right click** on “**My Computer**” and **then click** on “**Explore**”—the Network Drives will be listed on the right, with the path included:

Example: If the path shown is:

POL on 'dosintus.domain.state.sbu\tappublic\$\Officeshare\$' (P:)

The network drive path you would type to map your network drive in GO is:

[\\dosintus.domain.state.sbu\tappublic\\$\Officeshare\\$\POL](#)

SUGGESTION: Once you know the network drive path(s) you wish to access., you can **email yourself** the drive path(s). Then you can open the email in GO and have the drive path available to copy/paste when mapping your network drive while in GO. Otherwise, if you are not sure what drive path to use, please obtain the correct path from your local IRM systems staff or local system administrator, prior to attempting to map to additional network drives.

***NOTE:** Drive letters A through H are reserved for system mapping and should not be used.*

Procedure

1. From your GO published desktop, **click** on **Start**, and then **click** on **Documents**.
2. On the “Computer” screen that displays, in the left panel **click** on “**Computer**”, and a **list of mapped drives** will display on the right side under “**Network Location**”. Check to be sure the drive you require is not already mapped.
3. Next, again in the left panel, **right click** on “**Computer**” and **click** on **Map network drive**.
4. GO will automatically map most users to their Network Drive/folder that they use at work. However, if your personal Network folder is not available, or you wish to connect to additional drives for common Office Files etc., follow these steps:
 - a. **Select a drive letter** that has not been used. (Drive letters A – H are reserved for system mapping and should not be used when mapping additional drives.)
 - b. **Type in the network path** to the drive on the Folder field (the path in the screen on the right, [\\ dosintus. domain.state.sbu\ tap public\\$\Officshare\\$](#), is only an example).
 - c. **Check the “Reconnect at logon”** box if you want this drive to automatically map every time you are logged into GO.
 - d. Then **click Finish**.
5. Your mapped network drive should now appear under the **Network Location** field.